

Teaching Assistant Person Specification

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities listed below. You may also be asked to produce original copies of qualification certificates

	Essential	Desirable	Evidence Application Certificate Interview
Experience and qualifications			
Experience of working within a secondary education setting		✓	A/I
Competent IT skills	✓		A/I
Good numeracy/literacy skills (GCSE grade C or above, or equivalent to Level 2 qualification)			
Abilities, experience and knowledge			
Good organisational skills	✓		A/I
Good communication skills	✓		A/I
An understanding of and respect for confidentiality, sensitivity, and discretion.	✓		A/I
Demonstrate an understanding of literacy, articulacy and the correct use of standard English	✓		A/I
Understanding of child protection (safeguarding) and the willingness to increase knowledge		✓	A/I
Experience of supporting students with SEND		✓	A/I
Knowledge of intervention programmes (literacy/numeracy)		✓	A/I
Personal qualities			
Ability to establish good working relationships and to work effectively as part of a team	✓		A/I
Enthusiastic, hard-working, committed, flexible and resilient	✓		A/I
A forward-thinking approach		✓	A/I
Highly motivated and able to motivate students		✓	A/I
Able to form positive professional relationships with students, colleagues and other external agencies	✓		A/I
Excellent interpersonal skills	✓		A/I
Ability to self-evaluate learning needs and willingness to participate in development and training opportunities	✓		A/I
Ability to adhere to the school's policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection	✓		A/I
Show respect and promote the school CHARACTER values	✓		A/I